

Hello Millennium Art Festival Artist,

We are excited to have you exhibit your art at the **Millennium Art Festival**, Friday July 6, Saturday July 7 & Sunday July 8, 2018!

Here's What You Need to Know

Green Ribbon Project

Get more exposure by sending us an image of the piece of art you will be designating for Bright Pink. This festival we are donating to Bright Pink. If you are participating and the piece you designate for the Green Ribbon Project sells, 10% of the sales from that piece of art will be donated to Bright Pink. [Click here to read more about Bright Pink.](#)

Are You Demonstrating On Site? Let us know so we can talk about it in our community outreach!

Bring A Water Bottle!

In our new initiative to be eco-friendly and reduce our carbon footprint, instead of plastic water bottles, we will have cold water available to refill your water bottle.

Storage

Side booths – Limited storage. Sidewalks must be clear. There will be some space between booths.

Midline booths – Limited storage to the sides

Tent Weights

Every tent will need to have AT LEAST 50 pounds per tent leg and strong straps or rope to attach the weights to the tent. **Shared 55 gallon water barrels will be provided to every artist for added security. Please bring about 20' of strong rope of about 20' for these 55 gallon water barrel weights.** Artists will feed their ropes through the water barrels and connect to the cross pole. Amdur staff is on site to assist with this. Weight inspections will occur before the festival opens and throughout the festival to keep everyone safe. Any artist that does not comply with these rules will be required to fix it before the festival opens.

Corner and Double Space Requirements

An artist with a corner must either have the corner wall open or use the outside wall to display art. Double spaces must be occupied by two 10x10 tents OR one 10x20 tent.

Booths 35.5-69

The public will be walking on both sides of your tent so it is most advantageous to set up as a “walk-through” booth or have one side open and have the back side dressed with art. If you are not able to set up in either of these ways, we will designate a specific way for you to set up.

How to get there

Check in will be in a tent on Lake Street, right off of Michigan Avenue.

Go to the corner of Michigan Avenue and Lake Street in downtown Chicago. Approximate GPS address is 151 N Michigan Ave, Chicago, IL 60601.

Booth Number

[Click here to find your booth number.](#) We made every attempt to fill special requests. Booth numbers are subject to change. We will notify you of any changes.

Festival Map

Attached to this email

Load-in Map

Attached please find the staging and load-in map.

Parking

The Millennium Parking Garage has given all artists a discount on a 3 day pass for the Millennium Parking Garage, located near the festival. **For 3 days, ins and outs included, it is \$75!** Attached is the form you will need to fill out and return (deadlines apply).

You can also book with Spot Hero, a parking app that provides discounts at many garages and lots in the area. Go to SpotHero.com to see deals and book your parking space today!

Load-In Thursday Evening, July 5

Flight One: 6pm-7pm Booths 6-35, 97-123, 160-172

Flight Two: 7:30pm- 8:30pm Booths 35.5-60.5, 153-158

Flight Three: 8:30pm-9pm Booths 1-5, 173-176 **Strict Drop and Drive:** These artists can stage on the sidewalk until 8:30pm as long as their car is not on the festival grounds. Artists can use Beaubien Street. No tents/art on the street until 8:30pm.

Flight Four: 9pm – 9:30pm Booths 62-69

Check-in will be closed at 9:30pm.

Load-In Friday Morning, July 6

6am-8am: All Artists. Vehicle entry as allowed. Check-in will close at 8am.

If you miss your designated flight time on Thursday, you might have to wait to drive on to the festival grounds or you may have to dolly in.

How Load In Works

Every artist will:

Pull up near their booth space

Unload all of their items to their space **WITHOUT** setting up their tent

Park their vehicle

Come back to their space

Set-up their booth

****Please do not set up your booth until your car is parked outside of the festival footprint****

Promote, Promote, Promote!

Pre-promotion is EVERYTHING! Attached is the promotional poster. **Congrats to Karina Llergo for being the poster artist this year!!**

Email this poster to your client list and invite them to **the Millennium Art Festival!**

Facebook

Join the event on Facebook! Here's the

link <https://www.facebook.com/events/1869862253053412/>. Once you've joined, invite all your friends on Facebook and post it on your Facebook page, Twitter feed, and in your blog on your website! Use the following hashtags when you post:

#MillenniumArtFestival #AmdurProductions

Type these into your post to tag us and the event: @Amdur Productions @Millennium Art Festival ****Tip: if you copy and paste, it will often not work. Typing in the name is the way to go.****

If you need assistance with this, just call or email me and I'll help!

Questions?

Before the festival, call our office at [847-926-4300](tel:847-926-4300). If you are calling on the day of load-in, call our festival phone at [224-253-2330](tel:224-253-2330).

See you soon!